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ORD-7174-68

29 October 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH: Special Panel, CSP

SUBJECT: <sup>25X1A9a</sup> Recommendation for Promotion -  
[REDACTED]  
GS-3 to GS-4

25X1A9a

1. It is recommended that arrangements go forward to promote [REDACTED] the Analysis Division IPRD staff, from a GS-3 to GS-4.

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2. [REDACTED] has worked in the IPRD computer laboratory for only a short period of time, but in that time he has performed in an excellent manner on all his assignments. He is serving as a security clerk in the IPRD and in addition assists in the preparation of data for input to the digital system and in the operation of the IBM 360/40 computer. In all these assignments

25X1A9a

[REDACTED] has made exceptional progress in learning and applying procedures. He has attended courses concerned with computer programming and has shown outstanding promise and aptitude for programming and computer operation.

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[REDACTED] shows maturity and dependability and has a strong aggressiveness in the way he does his work. He is very eager to learn much more; he is responsive to suggestions and instructions. He is courteous and careful in his handling of the many visitors in the IPRD.

3. Because of the level of his responsibilities, because of his continuing excellent performance, we recommend that promotion action go forward as soon as possible to advance [REDACTED] to a grade level of GS-4.

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[REDACTED]

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Chief, Analysis  
ORD/DD/S&T

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Sent - O.P. - 1/16/69  
Approved - O.P.

SUBJECT: 25X1A9a  
[REDACTED] Recommendation for Promotion --  
[REDACTED]  
GS-3 to GS-4

RECOMMEND APPROVAL:

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Date: 1/14/69

Chairman, Special Panel, CSP

APPROVAL:

Date: 1/15/69

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Director  
of  
Research and Development

Distribution:

Orig. & 1 - Addressee  
X - Chairman, Special Panel  
1 - AO/ORD  
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An/ORD/DD/S&T: [REDACTED]:ss:2143

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